

ROTC Accessions Checklist

(As of May 2007—NGB-ARH)

NAME: _____ **UNIT:** _____

- ☐ **State Appointment Order** (from MILPO)
- ☐ **NGB Form 62E** (Application for Federal Recognition) filled out by soldier & OSM to include: military & civilian education; all Active Federal, National Guard, or Reserve time; Statement of Military Service Obligation; all necessary signatures; document validated by MILPO
- ☐ **NGB Form 337** (Oath of Office)
- ☐ **DA Form 71** (Oath of Office) Reserve of the Army Commission, component non-specific
- ☐ **Reserve of the Army Appointment/Promotion Memorandum** from ROTC Cadet Command, states branch awarded and appointment date
- ☐ **Letter of Acceptance** from gaining unit (OSM provides)
- ☐ **Verification of Security Clearance:** (new memo required if interim is over 180 days)
Date final clearance issued: _____ Date investigation completed: _____
OR
Date interim clearance issued: _____ Date interim clearance expires: _____
- ☐ **Civilian education documentation** (Original, raised seal college transcripts, or statement in Figure 3-4, NGR 600-100, signed by Registrar on school stationery)
- ☐ **DD2807-1 & DD2808; OR complete, approved DODMERB** (within 24 months of commission date)
- ☐ **DA 7349** (Annual Medical Certificate) if physical is over 12 months old
- ☐ **DA Form 5500** (Body Fat Content Worksheet) if applicable
- ☐ **Social Security Card** copy (OR statement from figure 3-3, NGR 600-100)
- ☐ **Birth Certificate** copy (OR statement from figure 3-1/3-2, NGR 600-100)
- ☐ **Statement of Understanding** (if unable to complete 20 years of service for retired pay)
- ☐ **Pay Documents** for SIDPERS Input (SGLV 8286/DD Form 93 and SF 1199A)

If Aviation Branch, include:

- ☐ **Aviation Service Order Request**
- ☐ **Flight Physical** dated within 12 months

If Prior Enlisted, include:

- ☐ **DA Form 1059s** for all military education, or Certificates of Completion
- ☐ **Military Awards &/or Citations**
- ☐ **NGB 22(s)** (Certificate of Release or discharge from National Guard) document all ARNG prior service time/retirement points
- ☐ **Enlisted Discharge Order** if either USAR or ARNG SMP
- ☐ **DD 214(s)** (Certificate of Release or discharge from Active Duty) document all active prior service time/retirement points
- ☐ **Prior Service Appointment Orders & Promotion Orders** for each grade/rank held

As of 12 February 2008